



Douglas County, Nebraska NEW HIRE REPORT FORM

Oracle/Employee ID #: _____

Form to be used to report NEW HIRE information. Failure to provide required information may result in delays in entering employee information into the HR/Payroll system.

Civil Service Employee Non-Civil Service Employee Rehire

Employment Start Date (02/APR/2011): _____

Employee Name (Last, First & MI): _____

Gender: Male Female Marital Status: Married Single

Social Security Number: _____ Date of Birth (04/JUL/1972): _____

Ethnicity: Caucasian African-American Hispanic Asian Native American Other

Address (street, city, state & zip): _____

Phone Number: Home: _____ Cell: _____

Oracle Org. Name (Be specific): _____ Oracle Organization #: _____

Job Title: _____

Occupational Code #: _____ Requisition # (if applicable): _____

Assignment: Full-time Part-time more than 20 hrs p/week Part-time 20 hrs or less p/week
 Temporary Seasonal Retiree

Pay Rate: \$ _____ Salary Basis: Hourly Monthly Bargaining Unit: _____

Name of Approving Supervisor: _____

ORACLE TIME AND LABOR INFORMATION

Will the employee be an approver in the Time Entry in Workflow? Yes No

Will employee enter their own time through Self-Service? Yes No

What Timekeeper Group will this employee belong to? _____

APPROVALS

Elected Official/Department Head/Designee Date _____
Human Resources Director/Designee Date

FOR CSC USE ONLY

APPRAISAL DATE (mmm/yyyy): _____

CLASSIFICATION DATE (dd/mmm/yyyy): _____

LONGEVITY DATE (dd/mmm/yyyy): _____

DEPT. SEN. DATE (dd/mmm/yyyy): _____

UNION SENIORITY DATE (dd/mmm/yyyy): _____

Oracle Entry Date: _____

Initials: _____